

ACCOUNTING CLERK I – OFFICE ASSISTANT / CASHIER

The City of Morgantown is announcing an opening for the position of full-time Office Assistant / Cashier with the Finance Dept. at \$14.26 per hour with excellent benefits. The position duties will include:

- Assists with revenue billings, postings and filing
- Operates computerized cashier's drawer and balances cash drawer on a daily basis
- Performs various clerical, filing, and data entry duties as required
- Prepares quarterly assessment letters for past due accounts
- Processes daily mail

REQUIRED QUALIFICATIONS

- High school graduate
- One year of business office and/or cashiering work experience
- Passing a background investigation
- Ability to handle customers and patrons in a courteous and professional manner

The City of Morgantown is an AA/EOE

Interested individuals should email, fax or mail resume and cover letter by November 18, 2016 to:

City of Morgantown
Attn: Finance Dept.
389 Spruce Street
Morgantown, WV 26505
jgoff@morgantownwv.gov
304-284-7418 fax